

Preparing a Supplemental Expense Report

How to Prepare a Supplemental Expense Report:

From **Action Request**, select the **'Supplemental Exp Rpt - Create'** option.

Enter the LBNL Trip # with the four preceding zeros.

Click **Go**.

The report is listed for you to select. Select by clicking the **'Select'** box.

The information from the original expense report is populated for you to continue preparing the Supplemental Expense Report.

Trip Navigation Trip Action and Key Information

Traveler (Last Name,First Name) Pecoraro,Aurora *ID 004123

Key Information

*Action Request Supplemental Exp Rpt - Create

Begin Date 10/06/2008 End Date

Trip Name

Business Location (first) OR

LBNL Trip #

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Trip Navigation Trip Action and Key Information

Traveler (Last Name,First Name) Pecoraro,Aurora *ID 004123

Activity

Select	LBNL Trip #	Report ID	Status	Trip Cancelled	Supplemental Expense Report	Trip Name	Trip Type	Begin Date	End Date	Business Location (First)
<input type="checkbox"/>	000060716	0000010332	Pending	<input type="checkbox"/>	<input type="checkbox"/>	Domestic training	Domestic	12/10/2008	12/15/2008	WASHINGTON,DC
<input type="checkbox"/>	000060732			<input checked="" type="checkbox"/>	<input type="checkbox"/>	Foreign Training	Foreign	01/10/2009	01/21/2009	GENEVA,CHE
<input type="checkbox"/>	000060823	0000010406	Pending	<input type="checkbox"/>	<input type="checkbox"/>	TREX on line training	Domestic	10/10/2008	10/15/2008	WASHINGTON,DC
<input type="checkbox"/>	000060837	0000010411	Pending	<input type="checkbox"/>	<input type="checkbox"/>	basics class 091608	Domestic	11/15/2008	11/20/2008	DENVER,CO
<input type="checkbox"/>	000060863	0000010434	Pending	<input type="checkbox"/>	<input type="checkbox"/>	Local Class ECP JT	Local	12/15/2008	12/19/2008	SAN MATEO,CA

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Supplemental Exp Rpt - Create Trip Information

Traveler (Last Name,First Name) Pecoraro,Aurora *ID 004123

Trip Information

Trip Name test

Business Purpose Site Visit

Begin Date 10/01/2007

Business Location (first): DENVER,CO

Trip Description and Business Benefit test

LBNL Trip # 000060414

Travel Auth ID

Report ID NEXT

Trip Type

☒ Domestic

☐ Foreign

☐ Local

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